



# Indigenous Bail Caseworker Job Description

## **SUPERVISION:**

Under the direction of the Executive Director / Director of Operations, and under the daily supervision of the Justice Services Program Manager (JSPM), the Indigenous Bail Caseworker is responsible for the effective and efficient delivery and administration of the Bail Verification Supervision Program.

## **JOB SUMMARY:**

The Indigenous Bail Caseworker's primary responsibility is to supervise Bail Court orders, monitor bail release conditions, and provide support to Indigenous and non-Indigenous clients in the Bail Verification Supervision Program. The Indigenous Bail Caseworker will work with clients using a culturally appropriate approach and will work within an interdisciplinary social justice team.

## **QUALIFICATIONS:**

- Preferred postsecondary diploma/degree or equivalent in Social Justice Services and/or minimum of three (3) years work in social or justice services environment.
- Knowledge of Bail Verification and Supervision Programs in Ontario, of provincial standards for bail verification and supervision, of all relevant legislation, regulations and court procedures governing bail.
- Understanding of the roles and functions of probation and parole officers, jail, correctional centres, community resources, treatment and detention centres.
- Ability to articulate criminal and social justice issues.
- Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on historic and current forms of colonialism, systemic discrimination, the impacts of trauma, and barriers facing Indigenous communities; knowledge of an Indigenous language(s) will be considered an asset.
- Self-motivated individual with the ability to work with minimal supervision in a team-oriented setting.
- Excellent case and file management skills, stress management and time management skills, ability to meet deadlines.
- Ability to engage people to build trust and rapport; effective verbal and listening communication skills; excellent interviewing, counselling, recording and data collection skills.
- Superior analytical and decision making skills; ability to problem solve and take initiative.
- Effective crisis intervention skills; ability to provide individual / family counselling.
- Proficiency in Microsoft Office including database applications.
- Ability to work flexible hours, evenings and/or weekends.
- Must have a valid Ontario Driver's License and the use of a vehicle.
- A clear criminal reference check (CPIC) and Vulnerable Sector Clearance is a condition of employment.

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### **CORE COMPETENCIES:**

- **Inter-Cultural Competency Informed** – Able to incorporate a personal responsibility to increase sensitivity, awareness and implementation of TBIFC’s cultural teachings and organizational practices in both professional conduct and work related deliverables. Ideally carries traditional knowledge and understands the history of Indigenous people and is considered to be of Good Mind.
- **Trauma-Based Practice Informed** – Able to incorporate a trauma-informed approach to recognize and respond to all forms of trauma and the necessity of supporting Indigenous people in a culture of tradition and safety in their healing journey.
- **Restorative Justice Practice Informed** – Able to incorporate a restorative-justice informed approach to promote, recognize and respond to restorative justice principles and the necessity of supporting Indigenous people in a culture of tradition and effective justice interventions in their healing journey.
- **Indigenous Gender-Based Analysis Informed** – Able to incorporate an intersectional approach to gender, race and discrimination, and aware of subsequent intergenerational impacts affecting Indigenous women and their families.

### **JOB RESPONSIBILITIES:**

The Indigenous Bail Caseworker shall have responsibility for the following:

#### **1. Verification Services:**

- Participate in Bail Court (Thunder Bay, Nipigon, and Armstrong); interview accused persons and gather information to determine if suitable sureties are available, or in the alternative if the accused is suitable for community supervision.
- Verify information gathered through discussions court or through telephone inquiries.
- Verify and share information with the Court, defense counsel, and Crown Attorney to assist in expediting court proceedings.
- Advise the court of suitability for Bail Supervision and recommend any potential conditions for release.
- Advocate an Aboriginal cultural and / or language interpreter is available, through the court, if the client requires or requests one.
- Ensure that the courts are aware of the provision and its appropriateness when dealing with an Indigenous offender within the Canadian Criminal Code and to reference the principles of Gladue (Section 718.2 (e)).
- Maintain statistical data as required by TBIFC and relevant stakeholders regarding the number of verifications completed and the outcomes of verifications.
- Work with community justice personnel to ensure that Indigenous people who come into contact with the law receive equitable and reasonable treatment during the court process.
- Ensure that there is a working relationship with the community justice personnel to ensure that all clients meeting the criteria are diverted at the earliest stage of the process.
- Attend scheduled regional courts, as required.

**2. Supervision and Case Management:**

- Conduct intakes and establish reporting schedules and plan of care for clients.
- Monitor client compliance with bail conditions.
- Complete supervision support plans/assessments and review on regular basis with clients.
- Provide supportive counselling, initiate referrals and advocate on behalf of clients in areas such as housing, employment, education and income maintenance.
- Provide counselling and referrals to culturally appropriate services to address client needs.
- Monitor clients' bail conditions according to program standards.
- Act as a liaison between the client and Bail Court administrators to ensure information is brought forward relevant to the various stages of the legal processes.
- Liaise with police, court officials and Indigenous service providers to support bail clients.
- Explain the nature and meaning of any and all sanctions/conditions/requirements taken against or applied to the client and/or their family by the courts and any other processes that arise as a result of contact with the mainstream justice system.
- Work with Friendship Centre programs to promote a coordinated client service approach to ensure client needs are addressed.
- Liaise with client families and significant others as appropriate.
- Provide ongoing advice, information, and support to service users.
- Attend court on behalf of client and provide support as required.
- Liaise with other community agencies, court, and custodial facilities.
- Be knowledgeable of and work with community agencies and referral sources who will be in a position to assist clients in meeting immediate and long term goals.
- Work with community supervision programs when transferring eligible clients back to community.

**3. Restorative Justice Programs:**

- Support the Restorative Justice Programs, including the Indigenous Community Council, Youth Justice Committee, Victim Advocate Program, Indigenous Peoples' Court, and Gladue Programs, by: communicating regularly with the program staff, providing diversion referrals, and conducting follow up activities in collaboration with the program staff.
- Advocate the Restorative Justice Programs as a primary option for eligible clients.
- Collaborate with Justice Services Program Manager in the identification of clients appropriate for the Bail Verification and Supervision Program.
- Promote TBIFC Restorative Justice Programs to mainstream justice personnel by explaining and advocating the diversion process and client eligibility criteria.
- Promote the Restorative Justice Programs to community members, Friendship Centre staff, and service providers.
- Attend and participate in weekly Justice Program team meetings.

**4. Community Development & Outreach:**

- Attend, participate, and/or facilitate relevant meetings, conferences or workshops as a representative of TBIFC.
- Promote the program and services of the Bail Verification Supervision Program and/or other TBIFC programs.
- Respond to general enquiries regarding the Bail Verification Supervision Program's purpose, processes and procedures and/or any other information being requested.
- Research appropriate agencies for relevant referrals, resources and available community programs.
- Network and liaise with other TBIFC programs, community agencies, funding sources, etc.
- Explain the legal procedures and steps taken by the justice system, particularly in the bail court process.
- Organize and/or participate in public education about the law and justice system and/or crime prevention workshops for the community.
- Support and participate in the development of Indigenous community justice initiatives.
- Develop promotional material that advertises and creates awareness for the community regarding the Bail Verification Supervision Program and justice issues.

**5. Program Administration:**

- Submit written reports to the Executive Director / Director of Operations / Justice Services Program Manager outlining programming activities, committee work, participation in Friendship Centre activities, and any other reports as required.
- Compile and submit statistical data using designation database systems.
- Accurately record statistical information as required and as it changes.
- Maintain comprehensive and up-to-date client files and systems that are essential components of good program management, which demonstrate the program is being delivered according to proposed work mandate and work plan.
- Maintain case recording of all contacts made with the clients and other agencies on their behalf.
- Respond to correspondence and information requests as required.
- Attend TBIFC Annual General Meeting.
- Complete internal administrative tasks i.e. time sheets, mileage logs, personal expense reports, etc.
- Participate in case audits, compliance audits, program evaluations and any other specially designed processes that may be undertaken to assess the effectiveness of the Bail Verification Supervision Program.

**6. Training & Professional Development:**

- Participate in relevant conferences, training workshops and related courses and meetings for professional development as required or directed.

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- Attend workshops, staff meetings, etc. as directed.
- Keep apprised of relevant legislation or policy changes in relation to the judicial and social services fields.
- Identify professional development / training needs and brings to the attention of the Justice Services Program Manager and Director of Operations for approval.

### **7. Health & Safety:**

- Observe health, fire and safety regulations; uphold health and safety standards.
- Ensure that the Health and Safety policies incorporated into daily working practices are adhered to.
- Maintain Standard First Aid Level C with AED certification.

### **8. General Duties:**

- Perform other duties relevant to the program as assigned by the Executive Director / Director of Operations.
- Observe and uphold the policies, procedures, and practices of the Thunder Bay Indigenous Friendship Centre.
- Actively recruit, train and provide supervision to student placements, volunteers, etc.
- Ensure client files are secured in a locked filing cabinet on a daily basis.
- Actively promote and participate in community and TBIFC annual activities in keeping with the mandate and philosophy of the Friendship Centre.
- Work with other members of the team to ensure a wholistic program of care is maintained addressing the physical, psychological, and social needs of the service users.
- Ensure the premises and program resources are safe and secure.
- Work within an Indigenous culturally competent framework.

### **RELATIONSHIPS:**

#### **Executive Director / Director of Operations:**

The Indigenous Bail Caseworker will keep the Executive Director / Director of Operations apprised of all important matters related to the Bail Verification and Supervision Program by providing regular written reports for review and oral reports on an ad hoc basis.

#### **TBIFC Program Staff:**

The Indigenous Bail Caseworker will work collaboratively with other TBIFC staff by maintaining communication lines to allow opportunity to share information relevant to the program, to maintain appropriate referrals to programs and services, and to participate in joint programming. The Indigenous Bail Caseworker will work closely with the Justice Services Program Manager and with the Friendship Centre Justice program staff.

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### **ACCOUNTABILITY:**

The Indigenous Bail Caseworker is accountable to the Executive Director / Director of Operations for the efficient performance of their function.

### **PROBATIONARY PERIOD:**

Upon commencement of employment, the Indigenous Bail Caseworker will be placed on a nine month probationary period. An extended period of probation may be instituted at the discretion of the Executive Director. A performance appraisal will be completed at the end of the probationary period and will occur once annually thereafter.

### **TERMS AND CONDITIONS OF EMPLOYMENT:**

1. Hours may vary but shall not exceed 35 hours per week unless prior approval has been authorized to exceed terms and conditions.
2. Adheres to policies and procedures according to the Thunder Bay Indigenous Friendship Centre's *Personnel Policy Manual* - March 24, 2010.
3. Abides by the Code of Ethics as adopted by the Thunder Bay Indigenous Friendship Centre.
4. Signs and adheres to an Oath of Confidentiality.
5. Maintains a clear criminal reference check (CPIC) and Vulnerable Sector Clearance.
6. Adheres and applies the following:
  - a) A Policy Dealing with Allegations of Abuse against Individuals.
  - b) A Protocol for the Reporting of Child Abuse and Neglect Between Dilico Anishnabek Family Care and the Indian Youth Friendship Society.

### **CAUSES FOR DISMISSAL:**

Please refer to the Thunder Bay Indigenous Friendship Centre's *Personnel Policy Manual*.

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### **WORKING CONDITIONS:**

#### **Physical Demands:**

The Indigenous Bail Caseworker will spend long hours sitting, standing, and using office equipment and computers which can cause muscle strain. The Indigenous Bail Caseworker may be lifting equipment and materials up to 30 lbs. The worker may have to lift and carry using appropriate lifting techniques, bend, push, pull, grip, reach, kneel, crouch using good body mechanics and includes walking, sitting, standing and climbing stairs.

#### **Environmental Conditions:**

The Indigenous Bail Caseworker will be working in a busy and occasionally noisy environment. The worker will be required to move throughout the community with offices both onsite at TBIFC and at the court house. The Indigenous Bail Caseworker may come in contact with community members who are ill and/or contagious and must take precautions to ensure the health and safety of all individuals including self.

#### **Sensory Demands:**

The Indigenous Bail Caseworker will be working in a busy and occasionally noisy environment. Traditional Medicines and healing practices are utilized in ceremonies and circles; these may affect senses and respiratory system. The Indigenous Bail Caseworker must be very adept at listening to others and spending long hours on the computer preparing detailed reports which requires attention to detail and high levels of accuracy.

#### **Mental Demands:**

There are regular deadlines that require attention to detail with this position which may cause stress. The Indigenous Bail Caseworker must deal with a wide variety of people and will have to manage a number of requests and situations at one time. The Indigenous Bail Caseworker must ensure that clients are supervised at all times and that clients are involved in safe and appropriate activities.

There may be a number of activities and situations happening at once and the Indigenous Bail Caseworker must be prepared to prioritize and multitask. The Indigenous Bail Caseworker must deal with a wide variety of people with challenging personal issues. Caring for people in crisis can be stressful.

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**CERTIFICATION:**

I certify that I have read and understand the responsibilities to this position.	Supervisor has reviewed with employee the job responsibilities as described in this document and has discussed expected standards of performance.
_____ Employee Signature	_____ Supervisor's Title
_____ Printed Name	_____ Supervisor's Signature
_____ Date	_____ Date

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

March 2022